



## **CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY**

950 14<sup>th</sup> Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority  
Commissioners Meeting  
Minutes of December 8, 2020  
\*Meeting was held virtually

Roll Call: Bjorklund, Carlson, Dunaiski, Harris, Slater, and Executive Director Shaff.

1. **Welcome and Introductions:**

The meeting was called to order by Chairman Slater at 7:42 AM.

2. **Approval of Minutes:**

A motion to approve the minutes of November 17, 2020 was made by Carlson and seconded by Dunaiski. Motion Carried.

3. **Public Housing/Section 8 Voucher Update:**

- a. As of November 30, 2020 there were a total of 64 public housing applications on file; 26 have Carlton County Preference, one is a veteran. Fifty families are seeking a 1BR units. One has a Carlton County preference. Two public housing applications were received. There was one notice of intent to vacate. There were no new units leased-up. Two annual recertification's were completed and three interim recertification. There was one move out. There are two vacant units.
- b. There are 115 Section 8/HCV applications on file. Sixty-two have a Carlton County preference. Six interim recertification's were completed and 10 annual recertification's. No inspections were completed (Covid-19). There are 101 vouchers in use. There was one Bridges applications received and thirteen applications on file. There are five Bridges certificates in use.

4. **Resident Board Member:** Harris reported that the housing authority had provided a great Thanksgiving meal – COVID 19 style. Catered by B&B market and delivered by staff to residents doors. A Christmas Committee has been organized comprised of a resident, the building housekeeper and Shaff. They have purchased new Christmas trees and decorations. The entrances to the building will have garland hung. A door decorating contest will be held with nice prizes awarded. A Christmas meal will be served COVID style.

5. **ED Report:**

There have been no additional confirmed COVID cases in the building – 1 total. The building continues to be sanitized three times each day.

6. **Approval of November Financial Reports:** A motion to approve the November PH Checks # 13912-13944, HCV Checks # 8071-8131, Bridges Checks # 10485-10490 and Management Fee Checks # 5013 was made by Bjorklund and seconded by Harris. Motion Carried.

**7. Unfinished Business:**

- a. Shaff reported that four Carlton County landlord's have now benefitted from the program. None of them are new landlords but they have leased to new Section 8/HCV tenants.
- b. Shaff discussed the HUD waivers that were previously approved. HUD has extended the CARES deadlines. A motion was made by Carlson and seconded by Dunaiski to adopt the waiver extensions. Motion Carried.

**8. New Business:**

- a. The Housing Authority's annual audit will be held on January 4 & 5, 2021. Due to the increasing COVID numbers in Carlton County it was suggested that the Audit be postponed until February.
- b. Shaff reported that Wood City Electric to repair/replace the roof top heat tape that extends across the front entrance of the building and repair the exterior outlet.
- c. The head bolt plug-ins have also been tested. It appears that one has been damaged by the plow. Fallen snow will prevent it from being repaired until spring.
- d. Shaff reported that the boilers and hot water heaters have been sending alarms and not working properly. They are being serviced and parts have been ordered.

**9. Adjournment**

A motion to adjourn was made by Bjorklund and seconded by Dunaiski. Motion Carried.

\_\_\_\_\_  
Cynthia Slater, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brenda Carlson, Secretary

\_\_\_\_\_  
Date